



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
— أمانة المجلس العلمي —
The Secretariat of the Scientific Council

Saudi faculties recruitment Executive and Procedural Rules

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MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH

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First: Introduction

The faculty member constitutes the basic basis on which the university's various outputs depend, so the decision to recommend approval of his request and joining the faculty system can be considered one of the most important decisions taken by academic departments, college councils, and the Scientific Council. Given the paramount importance of such a decision, it is necessary when the university needs an appointment to follow controls and procedures to ensure the selection of the quality with a distinguished level in qualities, qualification, efficiency and creativity.

Second: The Regulations Governing the Affairs of Saudi Faculty Members in Universities (Recruitment)

Article 11

For appointment to the rank of “Assistant Professor” it is necessary to obtain a PhD degree or its equivalent from a Saudi university or another recognized university, and the University Council may add other conditions.

Article 12

The University Council may, in case of necessity and upon the recommendation of the department council, the specialized college council and the scientific council, be appointed to the rank of assistant professor without the requirement to obtain a (PhD) degree in the disciplines in which it is not awarded according to the following:

1. A master's degree or equivalent from a Saudi university or another recognized university.
2. Spent at least three years as a lecturer.
3. Submit a scientific production of no less than three published units after obtaining a master's degree, including at least one single unit. And that the scientific production submitted is following what was stated in Article (29) of these regulations.

Article 13

Considering to the provisions of Article 12, it is required for appointment to the rank of “Associate Professor”:

1. A PhD degree from a Saudi university or another recognized university.
2. At least four years of experience as a faculty member at the university or other recognized universities after being an assistant professor.
3. To have been promoted scientifically to the rank of associate professor from a Saudi university or another recognized university.

Article 14

Considering the provisions of Article 12, for appointment to the rank of “Professor” it is necessary

1. to obtain a PhD degree from a Saudi university or another recognized university.
2. At least eight years of experience as a faculty member at a university or another recognized university, of which at least four years as an associate professor.
3. That he has been promoted scientifically to the rank of professor from a Saudi university or another recognized university.

Article 15

The faculty member's recruitment is based on a recommendation from the department council and the specialized college council and a recommendation from the scientific council. The appointment is issued by a decision of the university council.

Article One: Appointment Conditions

1. Provides the need to appoint a faculty member. The following points are taken into consideration when determining the level of need:

- a) The rate of teaching load for department members, the number of department courses, and the credit hours for each course.
- b) The number of Saudi faculty members and their ratio to their contracting counterparts.
- c) The number of teaching assistants and lecturers (including those on scholarships and those enrolled in higher studies).
- d) The Saudi faculty members are about to reach the retirement age.

2. Appointment conditions for the applicant on scholarship from the university:

- That the study was carried out regularly, full-time, and residency in the country of study, and that it was not by affiliation, correspondence, or through open universities, or distance education.
- He must have completed his studies according to the scholarship plan proposed by the department, and he must have completed his studies within the specified period.
- Matching the academic qualification to the specialization for which he was sent.
- The absence of a clear time difference between graduation and the application for appointment, and in the case of a blank showing the justifications

3. For applicants from outside the university at any rank of faculty members, they must:

- a) Satisfy the controls and standards that apply to faculty members and the like.
- b) He must have obtained a grade point average of no less than very good, except for academic degrees whose systems do not work with a cumulative average.
- c) That there is no failure in his record in any subject.
- d) The applicant should have a full research unit published in one of the scientific journals approved by the Scientific Council in the case of applying for the rank of assistant professor.
- e) He must submit at least two recommendations from two professors he worked with, confirming his eligibility to work in the academic field.
- f) To pass the admission test and personal interview approved by the department and college councils.
- g) He must have attended at least two training courses in the field of teaching and learning.
- h) To have experience in teaching and scientific research.
- i) To attach any previous qualifications (if any).
- j) The appointment request entails transferring services from government or private agencies unless they are scientific institutions or research centers recognized by the university.
- k) The department and college councils may - with the approval of the Scientific Council- make an exception from some of the above conditions if the specialization is scarce or the applicant is distinguished.

4. Concerning fellowship applicants for appointment in the faculties of medicine and dentistry:

a) A holder of a fellowship degree while working as a teaching assistant is treated as an applicant from within the university, provided that one research unit is published or accepted for publication in a refereed scientific journal accepted by the Scientific Council.

b) Those who hold a fellowship degree (specialization) while occupying the position of a resident doctor in university hospitals must fulfill the following:

- His general assessment in the bachelor's degree is (very good), and whoever has a bachelor's assessment (good) must obtain a rating of (very good) in an exam The ultimate specialty.
- That he has been appointed as a consultant in his field of work and has spent one year in this position.
- To have one research unit published or accepted for publication in one of the scientific journals approved by the National Authority for Academic Accreditation.
- To have attended at least two training courses in the field of teaching and learning.
- To submit at least two recommendations from two faculty members he worked with, confirming his eligibility to work in the academic field.

c) Exempted from half a research unit has a subspecialty.

Article Two: Procedures

1. The role of the applicant:

a) The applicant for appointment to one of the academic positions shall do the following:

- Fill out the form for appointment to one of the ranks of the faculty members.
- Presentation of academic certificates (bachelor's, master's, doctorate or their equivalent). Letters stating that the applicant has obtained a doctorate or its equivalent are not accepted unless the letter is issued by the awarding university and certified by the official authorities.
- Attach a copy of the doctoral thesis and a copy of the master's thesis (and with each of them a digital copy).


b) For the applicant from outside the university, he must fulfill the conditions of appointment outlined in the first article of the executive rules and procedures.

c) To attach evidence that he is fully devoted to studying academic degrees.

2. Role of the concerned department:

a) The department considers the submitted application and verifies the following: The applicant fulfills

- the conditions outlined in Article One.
- The sequence of obtaining qualifications and documenting their sources.
- Ensure that the applicant's file is complete, including the evaluation form, certificates, and a copy of each of the theses.
- If there is a clear time difference between graduation and an appointment request, the department considers the justifications provided by the applicant and recommends their acceptance or non-acceptance.



b) The request is referred from the department council to the college council, including the department's recommendation and the following justifications:

- The applicant's file, accompanied by the department head's letter, to the college dean recommending that the applicant be appointed to the position of assistant professor. A copy of the department council minutes in which the recommendation was taken.
- A statement showing the names of the faculty members, their academic ranks, their nationalities, the general and exact specialization, the semester teaching load, and explaining the courses taught by each faculty member. These lists are signed by the head of the concerned department and approved by the dean of the college.

c) If the application is submitted from outside the university, the department will do the following:

Ensure that the application requirements set out in paragraphs (2/a, b) are fulfilled in addition to what has stated in Article The first paragraph (3/e).

The reputation and prestige of the educational institution awarding the certificate, and that it is recognized by Imam Abdulrahman bin Faisal University.

The head of the department shall refer the doctoral thesis to a sub-committee in the department, which will write a report on it.

The applicant will have a personal interview attended by the representative of the college in the Scientific Council, and the applicant is asked to give a lecture on the subject of the thesis to deliver in front of the department's employees and whoever the department wishes to invite.

The department issues a recommendation to approve the appointment or not through the department council after reviewing the report of the sub-committee and in light of the department's needs and the numbers of teaching assistants, lecturers and scholarship students from the department, and those who are expected to leave or retire.

The department refers the application to the college council, as stated in paragraph(b).

3. Role of the concerned college council:

a) The College Council considers the submitted application and verifies the following:

- Meet the conditions for appointment to the rank of assistant professor or any other degree recommended by the department.
- The department's actual needs in light of the college's future needs.
- Qualifications and experience of the applicant from the reality of the CV to benefit from it in covering the deficiencies in the college.

b) If the council recommends appointment, the application is submitted to the Scientific Council after the approval of the authorized person on the minutes of the college council.

4. The role of the scientific council:

a) The Scientific Council studies the fulfillment of the submitted application as mentioned in the second and third and verifies the following:

- That the university from which the applicant graduated is recognized by Imam Abdul Rahman bin Faisal University.
- The date of obtaining the PhD degree and the date of applying to the university. Matching the quality of the scientific qualification obtained by the applicant to the department's specialization.

Areas of benefiting from the applicant's qualifications, especially in university research centers and community service.

The possibility of benefiting from distinguished scientific theses to print and publish them.

b) After completing the specific procedures for the appointment request, the Scientific Council, under the controls and standards applied by the university in promoting faculty members, recommends determining the academic rank that the applicant deserves.

c) If the rank recommended by the Scientific Council is the same as the rank for which the applicant wishes to be appointed, the recommendation shall be submitted to the University Council.

d) If the rank recommended by the Scientific Council is other than the one for which the applicant wishes to be appointed, the applicant shall take an undertaking to accept the rank recommended by the Scientific Council, and the recommendation shall be submitted to the University Council.



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